



Date

Name

Business Name

Address

City, State, Zip

RE: **Hazardous Materials Permit**

Enclosed is a Hazardous Materials Permit Packet for the 2015-2016 permit year. We require the application page, the declaration page (with current contact information) and the Site/Facility diagrams.

**For renewals**, if there are no changes to the diagrams, please mark on the diagrams the date reviewed, and that there are no changes. Of course, ***if there has been any significant change*** to these diagrams or your operational emergency plans, storage, production, dispensing or waste amounts at your facility from last year, these changes need to be noted and forwarded to this office to fully comply with the International Fire Code and Sara Title III regulations. The West Valley City Fire Dept. will then immediately adjust our emergency response plans to offer the highest level of mitigation and safety for your facility and employees.

Please return this updated application with the prescribed fee for your facility. The permit fee(s) and all updated information forms should be returned to this office ***within 15 days***. After a HM Safety Inspection is completed, the Hazardous Materials Permit will promptly be issued and sent to you for display.

If you have any questions or if we may be of any assistance, please feel free to call our office at 801-963-3336.

Respectfully,

*Joe White*

Fire Marshal / Battalion Chief

West Valley City Fire Department

**HAZARDOUS MATERIALS PERMIT**  
**Application & Renewal Form**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

**License Type Requested**

**Application Fee**

- |                                                        |          |
|--------------------------------------------------------|----------|
| <input type="checkbox"/> Minimal HM Storage Site       | \$72.00  |
| <input type="checkbox"/> HM Storage Site               | \$168.00 |
| <input type="checkbox"/> HM Dispensing/Use Site        | \$228.00 |
| <input type="checkbox"/> HM Production/Processing Site | \$288.00 |
| <input type="checkbox"/> HM Waste Production           | \$72.00  |

☆ Tier II: To comply with Sara Title II requirements, companies that exceed Threshold quantities, or materials in excess of 10,000 pounds of Hazardous Substances, must send a copy of the Tier II inventory to the Federal, State and Local jurisdictions. For further information go to: <http://www.epa.gov/ceppo/cameo>.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Enclose all necessary completed forms and the non-refundable Permit fee (payable to West Valley City Fire Department). Please return to:

West Valley City Fire Prevention Division  
3600 South Constitution Boulevard  
West Valley City, UT 84119



# WEST VALLEY FIRE DEPARTMENT

## Planning Sheet

General Information (This section <b><u>MUST</u></b> be completed)				
Business Name:				
Address:				
Principle Business Activity:				
Hours of Operation:		Average # of Employees Per Shift		
		Shift 1:	Shift 2:	Shift 3:

Have you had any changes to the "Emergency Information" since year 2011? No Yes

**If you marked "yes," please complete the section below.**

Emergency Contact Information			
Name	Title	Phone Type	Number
		Mobile:	_____
		Home:	_____
		Business:	_____
		Mobile:	_____
		Home:	_____
		Business:	_____
		Mobile:	_____
		Home:	_____
		Business:	_____

Have you had any changes to the "Structural Information" since year 2011? No Yes

**If you marked "yes," please complete the section below.**

Structural Information				
Construction Type: Fire Resistive (Concrete Tilt-up, etc.) - Non-Combustible (Metal, etc.) – Heavy Timber – Ordinary (Block wall/wood roof) – Wood Frame			Responsible Party / Building Owner Information:	
Number of Stories:	Overall Dimensions:	Length:	Width:	Height:
Roof Construction:	Metal   Wood   Lightweight	Roof Covering:	Tar   Membrane   Other	
Racking/Shelving over 8'?				

Have you had any changes to the "Access Information" since year 2011? No Yes

**If you marked "yes," please complete the section below.**

Access Information			
Main Access Door:		Lock Box Location:	
Roof Access Location:		Alarm Panel Location:	
Basement Access Location:		Sprinkler Riser Location:	
		Accessible from Exterior?	Yes   No

Have you had any changes to the "Utility Location Information" since year 2011? No Yes

If you marked "yes," please complete the section below.

Utility Location Information			
Gas Shutoff:		Electrical Shutoff:	
Water Shutoff:		Location of 2 closest Hydrants to business:	
Is building sprinklered?	Yes No	FDC Location: Standpipe Location:	

Have you had any changes to the "Hazardous Materials Information" since year 2011? No Yes

If you marked "yes," please complete the section below.

Hazardous Materials Information	
Location of materials storage area in building:	
Hazardous Waste Disposal	
Please mark the applicable way your business disposes of hazardous waste	
<input type="checkbox"/>	Discharge to the sanitary sewer Wastes:
<input type="checkbox"/>	Pretreatment Wastes:
<input type="checkbox"/>	Licensed waste hauler (List Company name) Wastes:
<input type="checkbox"/>	Recycle Wastes:
<input type="checkbox"/>	Other Describe method: Wastes:

Have you done any remodeling or changed the layout of your operations? Yes No

Date of most recent change to floor plan, (if any)

If there have been changes, please return a copy of an updated interior map reflecting those changes with this packet. (Map specifications enclosed)

**Declaration:**

*I hereby certify that the above information above is true and correct to the best of my knowledge.*

Signature

Title

Date

## **HAZARDOUS MATERIALS PERMIT TYPES**

Definitions for the different types of hazardous materials permits

### **HM Production / Processing Site**

NFPA defines processing as: The manufacturing, blending, conversion, purification, recovery, separation, synthesis, or use, or any combination of any commodity or hazardous material regulated by this code.

If your business uses any of the listed hazardous materials in a type of process where it is being mixed, blended or physically changed, it meets the requirements for the HM Production/Processing Site.\*

### **HM Dispensing/Use Site**

NFPA defines dispensing as: The pouring or transferring of a material from a container, tank or similar vessel whereby vapors, fumes, mists, or gases could be liberated to the atmosphere.

If your business opens containers of listed hazardous materials for use, such as opening a container of oil to add to a car engine, it meets the requirement of HM Dispensing/Use.\*

### **HM Minimal Storage Site**

If your business stores hazardous materials on site without opening the containers, and the amounts are below the amounts shown on the TIER II REPORTABLE AMOUNTS table of the HAZARDOUS MATERIAL AMOUNTS FORM in the permit application, it meets the requirements of HM Minimal Storage Site.

### **HM Storage Site**

If your business stores hazardous materials on site without opening the containers, and the amounts are above the amounts shown on the TIER II REPORTABLE AMOUNTS table of the HAZARDOUS MATERIAL AMOUNTS FORM in the permit application, it meets the requirements of HM Storage Site.\*

### **HM Waste Production**

Any amount of hazardous material waste produced requires a HM Waste Site permit.

\*Hazardous materials in amounts above the TIER II REPORTABLE AMOUNTS must also file a Tier II report. Please see cover sheet for information.

## FACILITY MAP INSTRUCTIONS

Provide facility maps on standard 8 ½ x 11 inch paper to approximate scale  
If you desire location confidentiality, mark map clearly “**Confidential – Do Not Disclose**”

### **Site Map or Block Diagram** (An overview of the property & date drawing was completed)

Please include the following information on the map or in a map key or legend for each storage area:

- ☐ All structures, chemical loading areas, storage areas, dispensers, mixers & sheds on site.
- ☐ Streets around property, internal roads, entry & exit routes, parking areas.
- ☐ Hazardous materials storage areas (tanks, sheds, bins, etc.).
- ☐ Include the contents and capacity of all storage tanks over 200 gallons on property & indicate whether they are above or below ground.

### **Floor Plan** (Date drawing was completed)



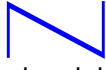




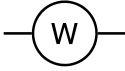
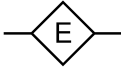






Please include the following information on the map or in a map key or legend for each storage area:

- ☐ All entry & exit doors, overhead doors & blocked doors
- ☐ Hazardous materials storage areas
- ☐ Utility shut-off locations
- ☐ Location of all interior above-ground & underground tanks, including high pressure tank storage

**Please add any other element or feature to the map you feel may be relevant to the planning process**

**WEST VALLEY CITY FIRE DEPARTMENT REQUIRES AN UPDATED MAP WHEN ANY OF THE ABOVE SPECIFICATIONS HAVE BEEN CHANGED.**

### COMMONLY USED FIRE SYMBOLS

 Single Door	 Double Door	 Overhead door	 Stairs	 MSDS Information
 Hydrant	 Gas Shut off	 Water Shut off	 Electrical Shut off	 Directional Indicators
 Knox Box	 Sprinkler System	 Alarm Panel	 Propane Tanks	 HMS Hazardous Materials Storage